Web Enabled Safety System

User's Guide

WESS-DS Disconnected System

What is WESS-DS?

WESS-DS is a "Stand-alone" PC-based version of the Web Enabled Safety System, designed and built to run in either Microsoft Access 97 or 2000. WESS-DS provides a means to maintain mishap logs and reports remotely and submit data via email.

It is intended to assist Afloat Commands and Field Tactical, Combat or Deployed Units for whom Internet access is difficult, unreliable or unavailable.

The WESS-DS Disconnected System is designed to provide an "Off-line",   PC-based means to enter and submit mishap reports in accordance with OPNAVINST 5102.1D. It also provides the means to maintain Injury and Illness Logs. Reports and Logs are capable of being printed in hard copy, saved electronically & submitted to the Naval Safety Center & others via email.

Getting Started / Installing WESS-DS

The WESS-DS CD-ROM is available on request, either at the time of initial account setup or it may be requested at any time by using the WESS Help Request Form. The form is available at the following web site: **https://wess.safetycenter.navy.mil**

README First.txt – The WESS-DS CD-ROM offers a README file providing more detailed installation instructions and other information. Open the file titled "README First.txt" file in Word or WordPad.

Create a folder on the PC hard drive, e.g. D:/WESS-DS, where "D" is any drive letter. Copy the file contents from the CD-ROM into this directory.
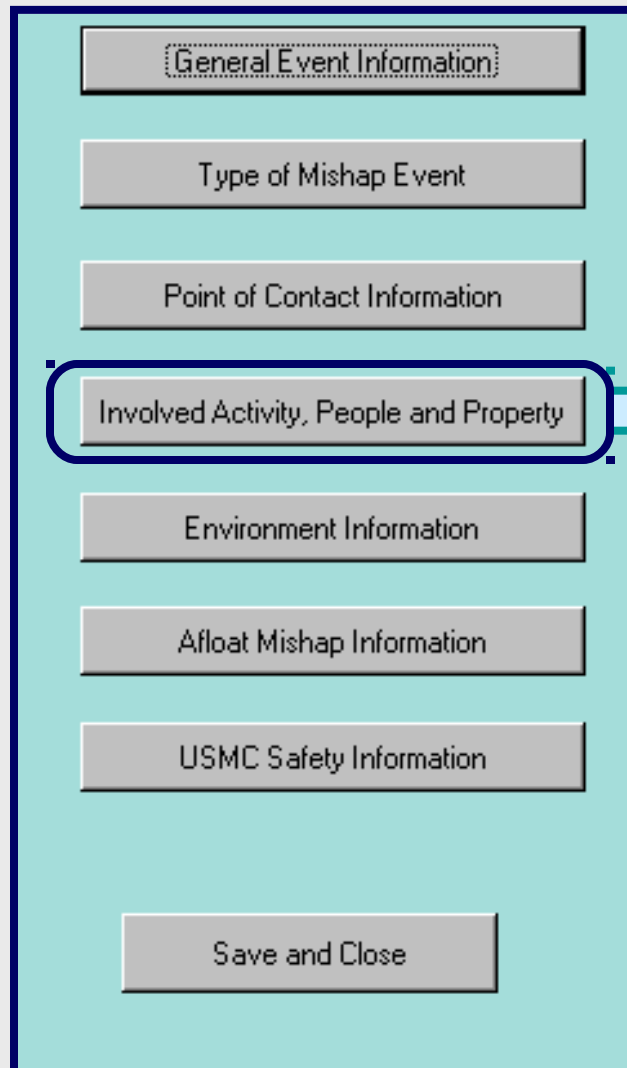
The database file, WESS-DS 2K.mdb runs in MS Access 2000 and the file WESS-DS 97.mdb runs in Access 97. There is a folder also created into which WESS DS automatically saves finished Mishap Reports. Right click the file name to create a shortcut on the desktop to open the selected database.
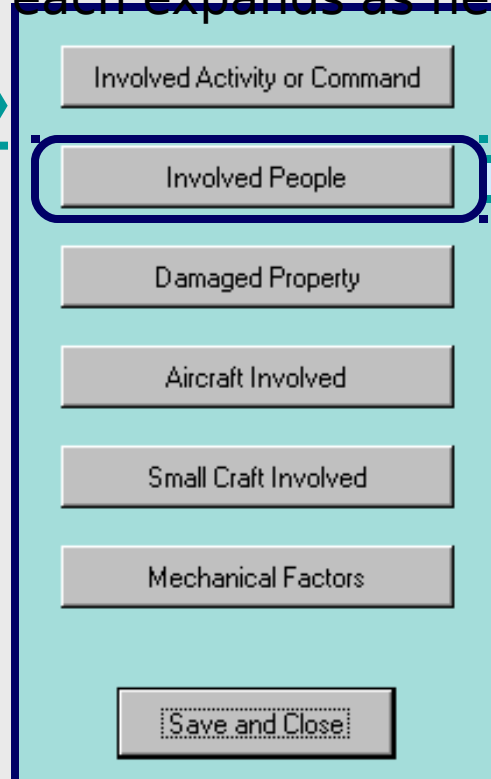
Additional information or assistance is available at the web site above
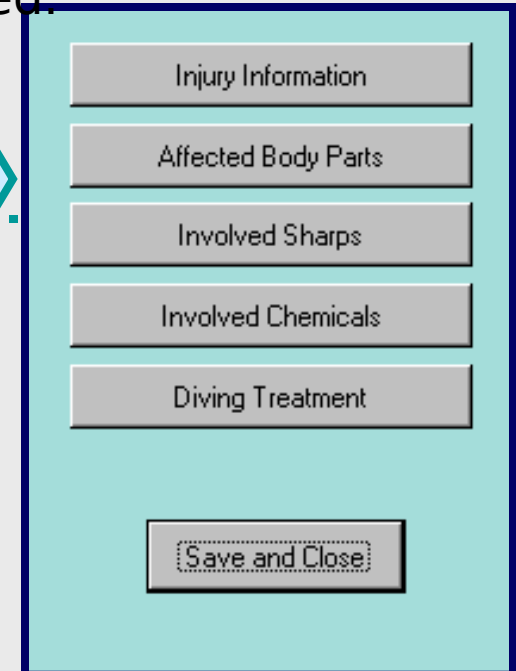
The WESS-DS User Environment

Sample Report Directory – The frame at left is the Main Report Directory. Clicking each major section of the report opens a sub-directory. In this sample, the screens involved with entering injured person data are shown. This allows direct access to any data section of the report & each expands as needed.

Main Report Directory	Involved People Sub-directory	Injured Person Data
General Event Information	Involved Activity or Command	Injury Information
Type of Mishap Event	Involved People	Affected Body Parts
Point of Contact Information	Damaged Property	Involved Sharps
Involved Activity, People and Property	Aircraft Involved	Involved Chemicals
Environment Information	Small Craft Involved	Diving Treatment
Afloat Mishap Information	Mechanical Factors	
USMC Safety Information		Save and Close
Save and Close	Save and Close	

WESS-DS Multiple-Entry Features

☑ In some mishap events there may be multiple people and pieces of equipment involved, perhaps from different activities, at different locations, and a variety of circumstances.

    ⬜ Customers will be asked for the unit identification code - UIC, RUC, or MCC - of each POC, person or involved activity.

    ⬜ This ensures all aspects of a complex mishap event are captured.

    ⬜ With that level of detail we can account for one mishap event yet pull data on each involved person, property and activity.

☑ E.g., a ship hits the pier damaging the ship, a torpedo on a pallet drops from the ship onto the pier, it damages a government and private motor vehicle and injures a civilian worker and a contractor...........
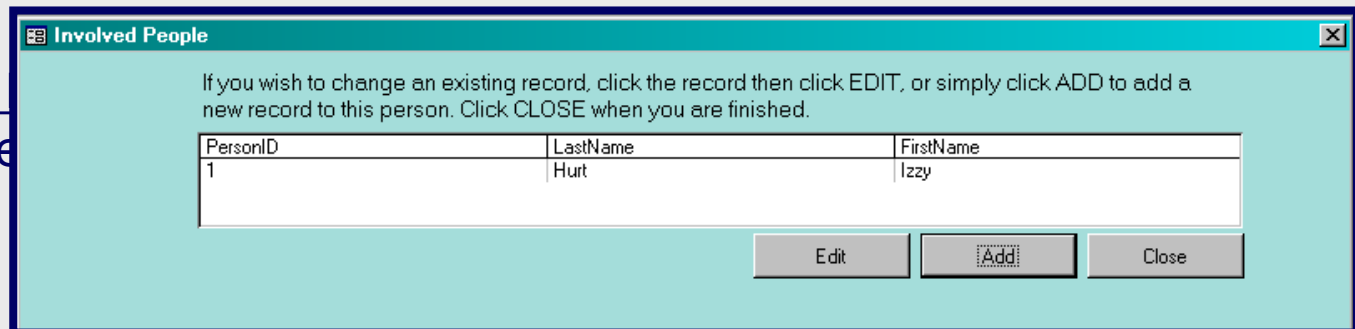
Data Entry Devices

 Radio Buttons are used when selecting from a list of properties that   are mutually exclusive. <u>Only one item can be selected from the list</u>.

☑   **Check Boxes** are often used when selecting from a list of properties   that are NOT mutually exclusive. <u>Always check all that apply</u>.

     Drop-Down Menus are used when selecting from a long list of items   to ensure consistent, retrievable data. Click the Down Arrow and a   menu opens. Scroll down the list or type in the first letter until the   proper entry is located. Highlight your selection, and Click. The   menu will disappear and your selection will display in the field.

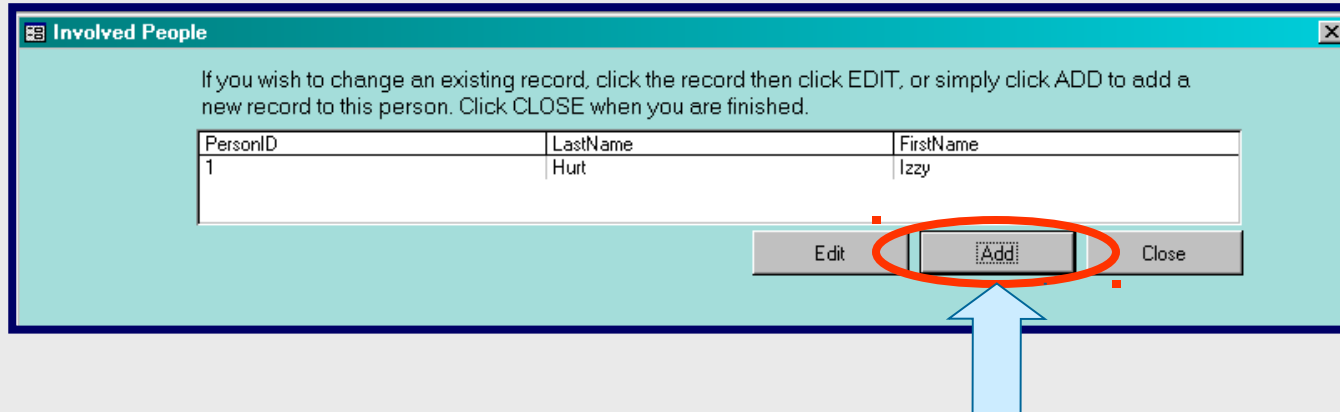+/- **Add /**   es
per   ve   r
mishap.

Involved People

If you wish to change an existing record, click the record then click EDIT, or simply click ADD to add a new record to this person. Click CLOSE when you are finished.

PersonID	LastName	FirstName
1	Hurt	Izzy

Edit   Add   Close

"Add / Edit" Functions

At left, A Typical "**Add/Edit**" Screen is Shown. For example, to add a second injured person to this event

Involved People

If you wish to change an existing record, click the record then click EDIT, or simply click ADD to add a new record to this person. Click CLOSE when you are finished.

PersonID	LastName	FirstName
1	Hurt	Izzy

Edit   Add   Close

Click the "**Add**" Button. A new Involved Person – General Information screen will immediately appear.

To **Edit** an entry, Highlight the entry you wish to change and Click the "Edit" Button. Again, a Personnel General Information screen will display.

When finished, click the "Close" button to return to the main report directory.

Now that we have briefly covered the techniques of data entry, let's look at actual samples of the WESS–DS System screens that you will see during use....
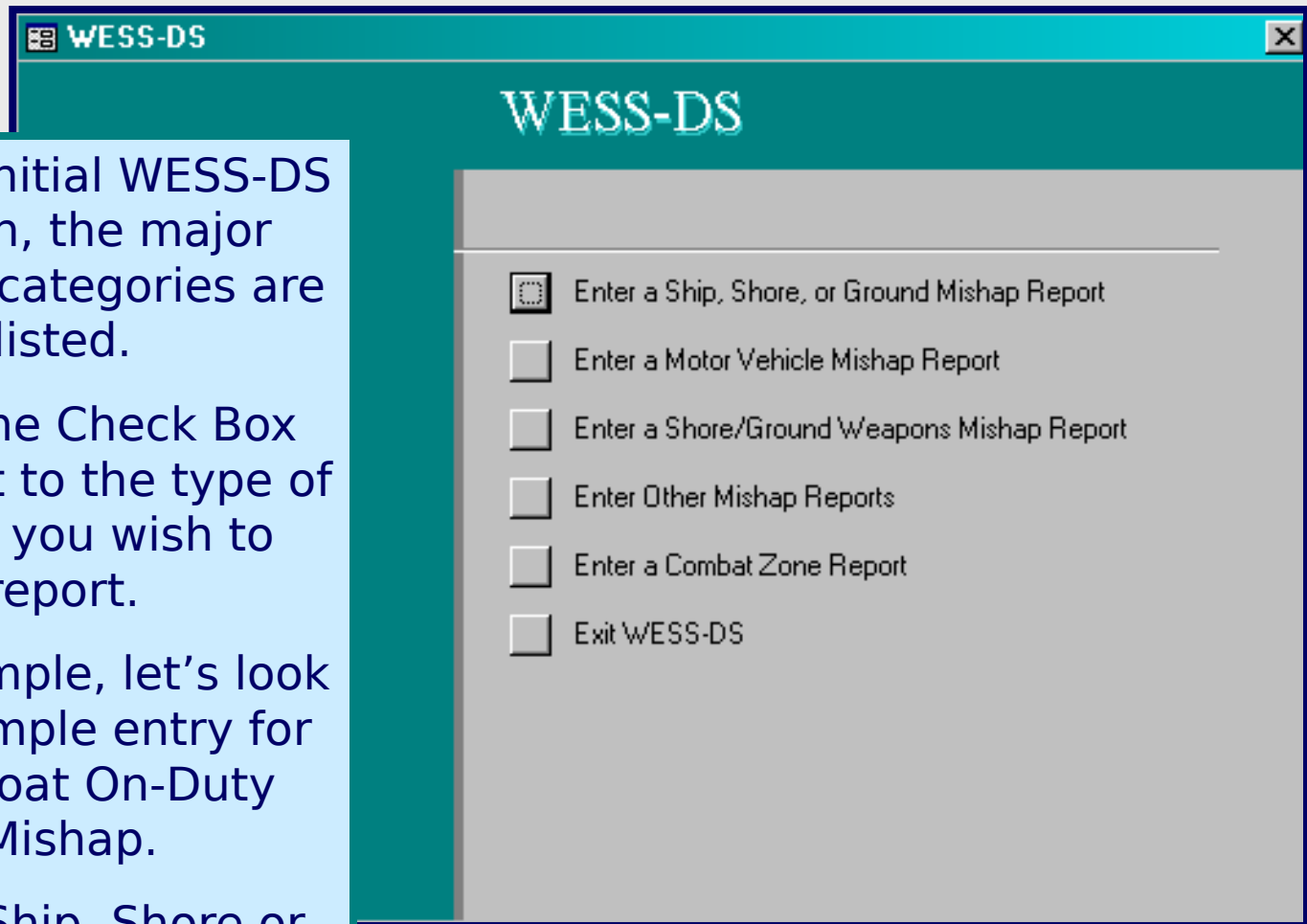
WESS-DS Initial Entry Screen

On the initial WESS-DS screen, the major mishap categories are listed.

Click the Check Box adjacent to the type of Event you wish to report.

For example, let's look at a sample entry for an Afloat On-Duty Mishap.

Click "Ship, Shore or Ground Mishap Report".

WESS-DS

- ☐ Enter a Ship, Shore, or Ground Mishap Report
- ☐ Enter a Motor Vehicle Mishap Report
- ☐ Enter a Shore/Ground Weapons Mishap Report
- ☐ Enter Other Mishap Reports
- ☐ Enter a Combat Zone Report
- ☐ Exit WESS-DS

Ship, Shore or Ground Mishap Types

The next WESS-DS screen displays the types of Afloat, Shore/Ground mishaps.

In this example of an Afloat On-Duty mishap, Click the Check Box at the top of the list.

Ship/Sub/Craft or Shore/Ground Reports

WESS-DS

☐ Ship / Sub / Craft On-Duty Mishap Report

☐ Ship / Sub / Craft Off-Duty Mishap Report

☐ Shore / Ground On-Duty Mishap Report

☐ Shore / Ground Off-Duty Mishap Report

☐ Return to Main Page

Report Table of Contents

Based on the Mishap Category selected, WESS will display a **Report Table of Contents**.

The Table of Contents will vary depending on the kind of event being reported.

In this example, let's look at a non-ordnance related event. Click the Check Box adjacent to **General Event Information**.

Report Table of Contents

Select the section of the report to edit. ONLY complete the sections directly related to this incident.
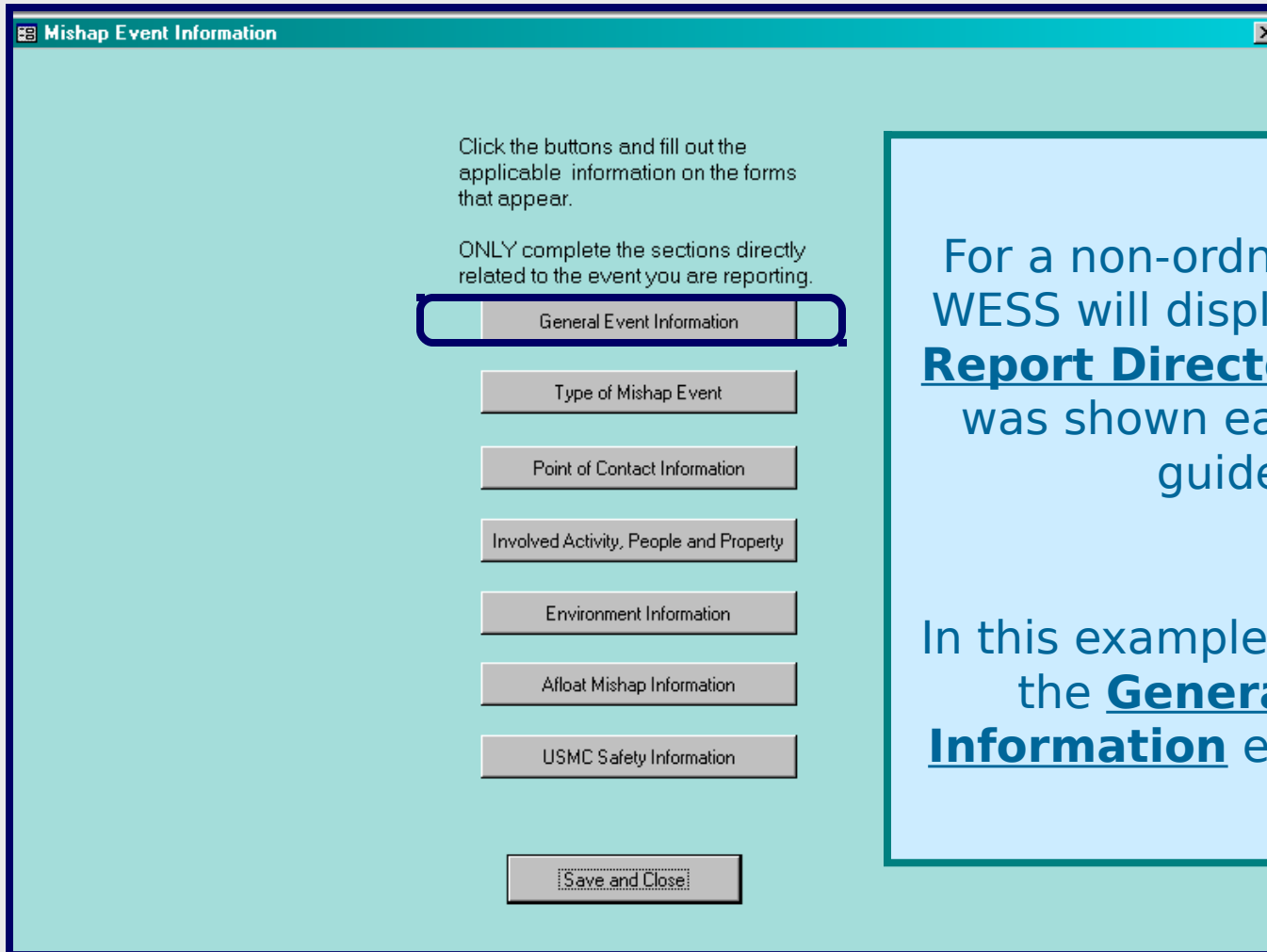
When your report is complete, select "Submit Report" to send this report to COMNAVSAFECEN. To exit without submitting, select "Save and Quit".

☐ General Event Information
☐ Ordnance Information

Save and Quit   Submit Report

Mishap Event Information

Mishap Event Information

Click the buttons and fill out the applicable information on the forms that appear.

ONLY complete the sections directly related to the event you are reporting.

- General Event Information
- Type of Mishap Event
- Point of Contact Information
- Involved Activity, People and Property
- Environment Information
- Afloat Mishap Information
- USMC Safety Information

Save and Close

For a non-ordnance event, WESS will display the Main **Report Directory** Tree that was shown earlier in this guide.

In this example, let's look at the **General Event Information** entry screen.

Event General Information

Event Information - Complete All Applicable Fields

EventID: 2
Local Serial Number *: 12345

Event Date And Time *: 10/20/00 1100 Ex: MM/DD/YY HH:MM
Reporting UIC *: 63393

Event is a Motor Vehicle Mishap ▨ Select for Yes

MV Mishap Type: ▼
Report Type *: Mishap ▼
Mission Days Lost:

BriefNarrative *: Bad Outcome

Safety Inspection ID: 0
DOD Cost: 0

Event Occurred During DOD Operation? ☑ Select for Yes
NonDOD Property: 0

Event Narrative / Lessons Learned / Recommendations *

Lots of things happened in sequence resulting in a bad outcome

Cancel

* = required field

In this example, the **General Event Information** entry screen shown is typical of all WESS-DS entry screens.

Complete all applicable fields. An asterisk indicates mandatory data.

When entry is complete, always Click OK to return to the directory tree.

Mishap Type

Click the buttons and fill out the applicable information on the forms that appear.

ONLY complete the sections directly related to the event you are reporting.

- General Event Information
- **Type of Mishap Event**
- Point of Contact Information
- Involved Activity, People and Property
- Environment Information
- Afloat Mishap Information
- USMC Safety Information

- Save and Close

In this example, select the **Mishap Type** from the drop-down menu. Click OK to return to the directory.

Mishap Type Information - Complete All Applicable Fields

Mishap Type ID _____ 1
Event ID _____ 2
Mishap Type [ELECTRICAL - SHOCKS/BURNS ▼]

Cancel   OK

As in this example, note that there are occasional ID numbers that WESS assigns automatically that are not allowed to be changed. These are internal tools the system uses to manage multiple people, link record sections together, etc.

User Point of Contact Information

Click the buttons and fill out the applicable information on the forms that appear.

ONLY complete the sections directly related to the event you are reporting.

General Event Information

Type of Mishap Event

Point of Contact Information

Involved Activity, People and Property

Environment Information

Afloat Mishap Information

USMC Safety Information

Save and Close

Click the Point of Contact button to enter information about yourself. Click OK.

Point of Contact Information - Complete All Applicable Fields

Event ID	2	
Last Name	Safe	
First Name	Willy	
MI	B	
Rank/Rate/Grade	LTJG	

UIC	99999
Email	willy.b.safe@navy.r
Primary Phone	999-555-1234
Secondary Phone	
DSN Prefix	555

Cancel   OK

Entering People Involved in the Event

Main Directory

General Event Information

Type of Mishap Event

Point of Contact Information

Involved Activity, People and Property

Environment Information

Afloat Mishap Information

USMC Safety Information

Save and Close

First Level

Involved Activity or Command

Involved People

Damaged Property

Aircraft Involved

Small Craft Involved

Mechanical Factors
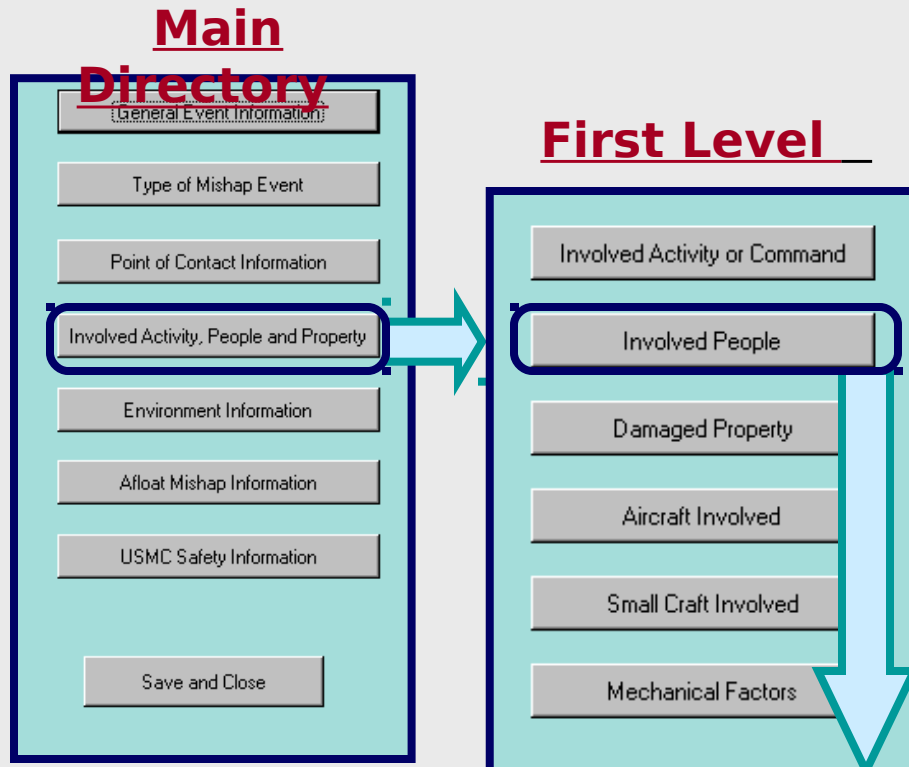
Clicking each major section of the report opens a sub-directory. In this sample, the process for entering injured person data is shown.

Clicking **"Involved People"** at left, opens an Add/Edit screen, as discussed earlier. Click the **Add** box to enter Person 1.

Involved People

If you wish to change an existing record, click the record then click EDIT, or simply click ADD to add a new record to this person. Click CLOSE when you are finished.

PersonID	LastName	FirstName

Edit   Add   Close

Person Involved Information

Individual Person Information - Complete All Applicable Fields

Field	Value
Person ID	1
Parent UIC*	99999
Badge Num	
SSN	123-45-6789
First Name*	Izzy
MI	
Last Name*	Hurt
Gender*	MALE
Date of Birth*	1/1/1980 Ex: MM/DD/YY
Height (in)	72
Weight (Lbs)	175
Marital Status	SINGLE
Number of Dependents	0

Field	Value
Service Branch	NAVY
Service Status*	ACTIVE
On or Off Duty	ON DUTY
Military Type	◉ Enlisted ○ Officer ○ N/A
Special Category	
Person Type:	ENLISTED NON-AIRCREW

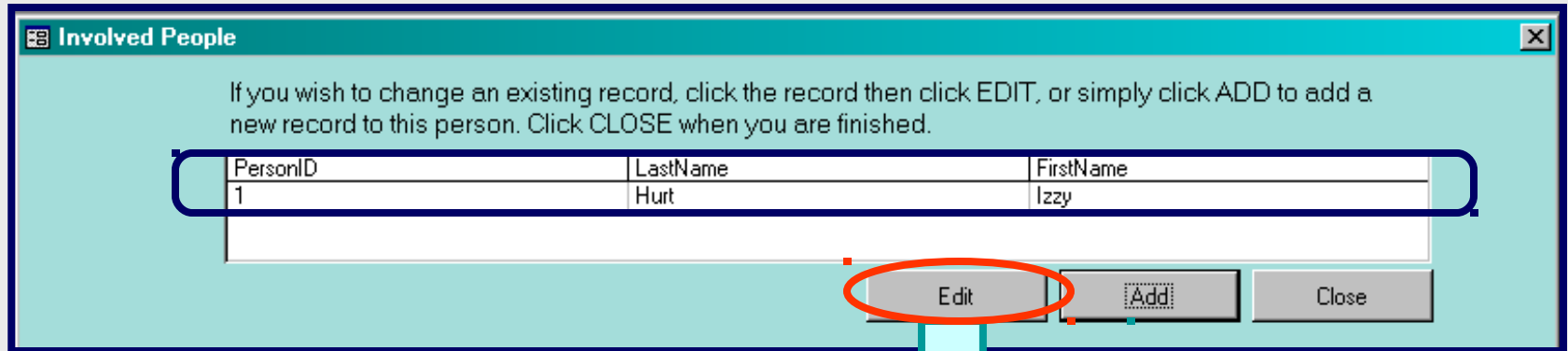| Field	Value
USN Officer Designator	
USN Officer Billet Code	
USN Enlisted Rating	BM
USN EnlistedCode:	
USMC Occupational Specialty	
Civilian Series	
Pay Grade	
Shift	
Civilian Job Title:	
Job Engaged In*	Electrical Installation/Repair
ExperienceOnTheJob	Days: _ Months: 6 Years: _
Injury Severity*	ONE OR MORE LOST WORK DA
Transfer UIC	

* = Required Fields

[Cancel] [OK]

The Add function opens the **"Individual Person Involved"** screen.

Unlike the on-line WESS version, the data screens do not "drill down" to the data specific to the mishap of interest. All possible elements will display. Data screens may be entered in any order.

Enter all data elements that apply to the event.
Click "OK" to return to the **Add/Edit** screen.

Person-Specific Injury Information

Involved People

If you wish to change an existing record, click the record then click EDIT, or simply click ADD to add a new record to this person. Click CLOSE when you are finished.
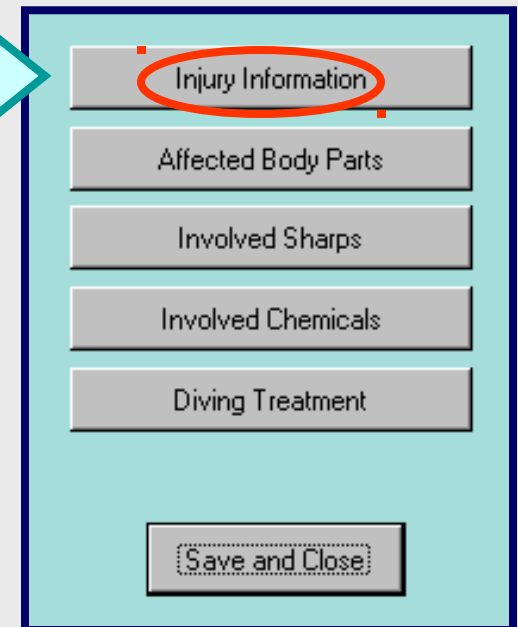
PersonID	LastName	FirstName
1	Hurt	Izzy

[Edit] [Add] [Close]

Injury Information

Affected Body Parts

Involved Sharps

Involved Chemicals

Diving Treatment

[Save and Close]

In the **Add/Edit** screen above, there is now an entry for Person 1, Mr. "Izzy Hurt". As with all Add/Edit screens, to modify any record listed, it must first be highlighted.

To enter the Injury Information applicable to Mr. Hurt, click to highlight **Person 1** above and Click "**Edit**". The Injury data menu at right is displayed.
For example, Click the **Injury Information** box.

Type of Injury

The **Injury Information** screen at right is displayed.
Enter all the data elements that apply.
When complete, Click "OK" to return to the screen above.
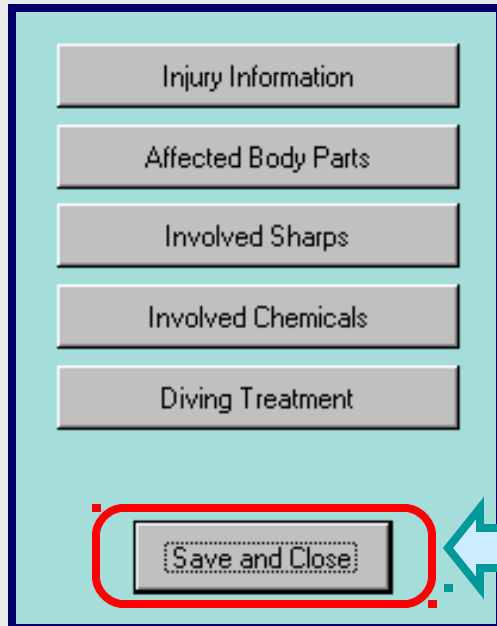
Completing a WESS-DS Report

Injury Information

Affected Body Parts

Involved Sharps

Involved Chemicals

Diving Treatment

Save and Close

When all of the applicable data elements have been entered in any section of the WESS-DS report, Click the "**Save and Close**" box that is always located at the bottom of the menu screen.

E.g., Clicking the box at left, returns the viewer to the Injured person screen discussed earlier, or back one level.

On the **Main Directory Tree** at right, clicking the Save and Close box, again returns back one level to the Report Table of Contents.
It is there that the final report can be submitted.

Click the buttons and fill out the applicable information on the forms that appear.

ONLY complete the sections directly related to the event you are reporting.

General Event Information

Type of Mishap Event

Point of Contact Information

Involved Activity, People and Property

Environment Information

Afloat Mishap Information

USMC Safety Information

Save and Close

WESS-DS Completed Report Options

Report Table of Contents

Select the section of the report to edit. ONLY complete the sections directly related to this incident.

When your report is complete, select "Submit Report" to send this report to COMNAVSAFECEN. To exit without submitting, select "Save and Quit".

☐ General Event Information

☐ Ordnance Information

Back at the **Report Table of Contents**, the customer may **"Save and Close"** a partial or completed report. It is saved and named automatically using the event serial number. A partial report can be reopened later for additional data entry.
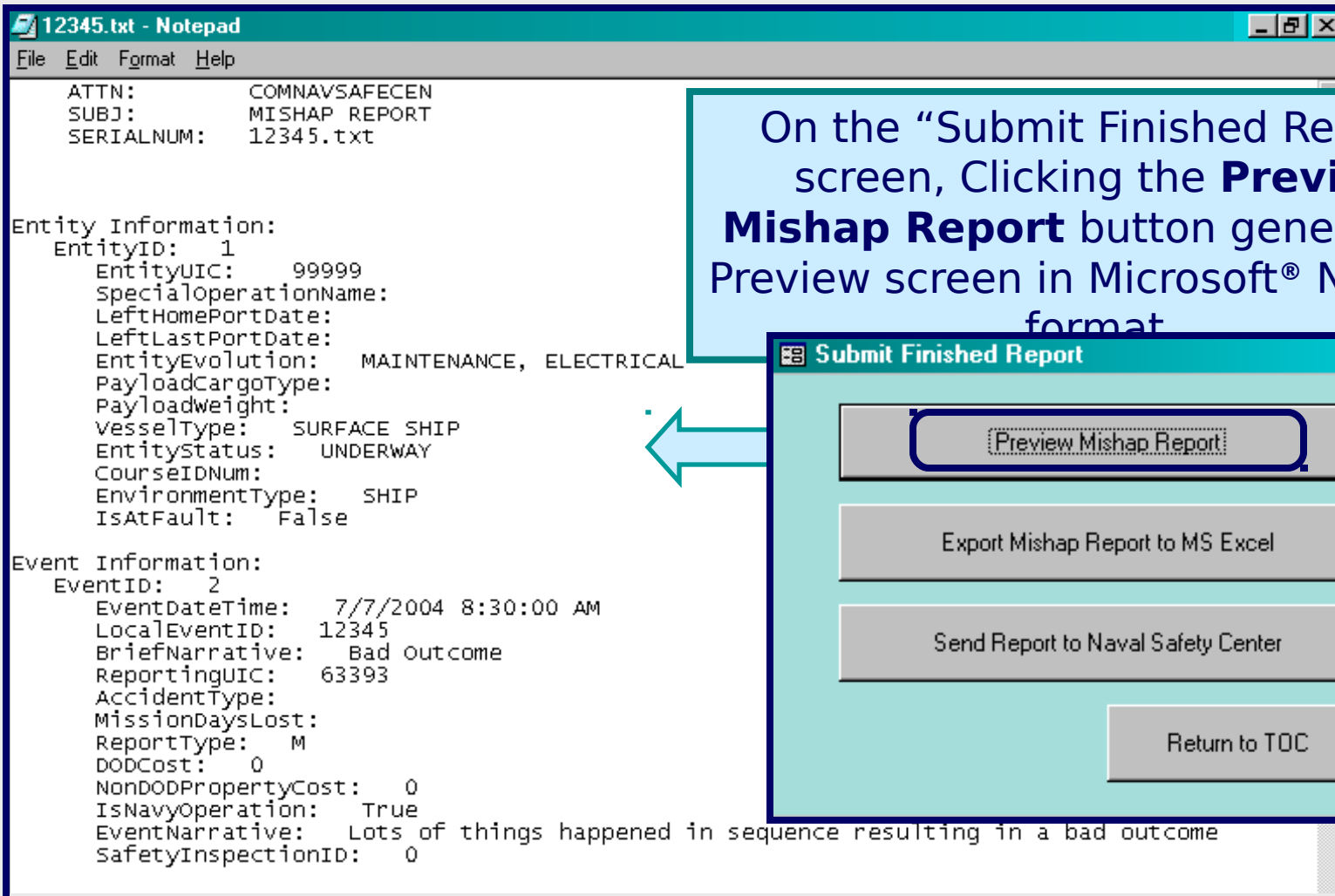
For purposes of this User Guide, the previous demonstration screens should provide a basis for understanding and navigating the WESS-DS system. All entry screens use similar procedures.

Let's look at the available Options once the mishap report is completed. To access these options, Click the "**Submit Report**" box located at the bottom of the Report Table of Contents.

This opens the Submit Finished Report menu shown on the next slide.
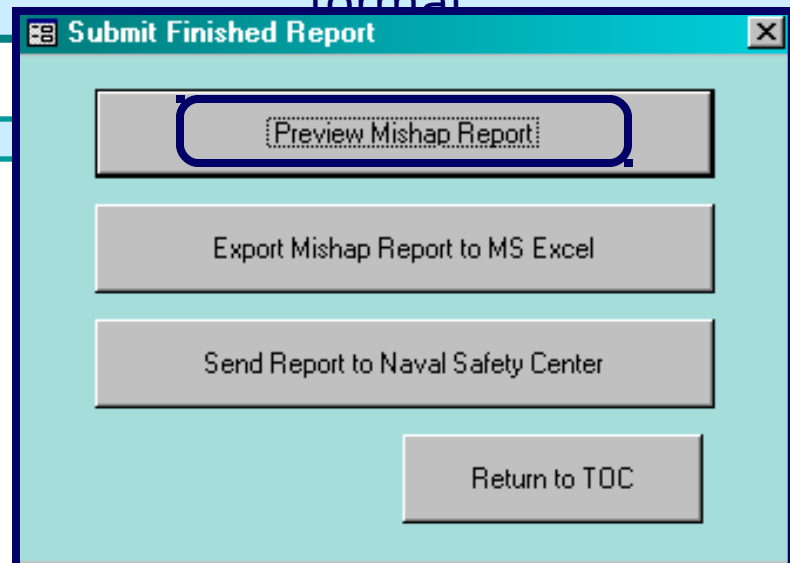
WESS-DS Report Options - <u>Preview</u>


```
12345.txt - Notepad                                              _ 8 X
File  Edit  Format  Help
     ATTN:          COMNAVSAFECEN
     SUBJ:          MISHAP REPORT
     SERIALNUM:     12345.txt


Entity Information:
   EntityID:   1
     EntityUIC:      99999
     SpecialOperationName:
     LeftHomePortDate:
     LeftLastPortDate:
     EntityEvolution:    MAINTENANCE, ELECTRICAL
     PayloadCargoType:
     PayloadWeight:
     VesselType:    SURFACE SHIP
     EntityStatus:    UNDERWAY
     CourseIDNum:
     EnvironmentType:    SHIP
     IsAtFault:    False

Event Information:
   EventID:   2
     EventDateTime:    7/7/2004 8:30:00 AM
     LocalEventID:    12345
     BriefNarrative:    Bad Outcome
     ReportingUIC:    63393
     AccidentType:
     MissionDaysLost:
     ReportType:    M
     DODCost:    0
     NonDODPropertyCost:    0
     IsNavyOperation:    True
     EventNarrative:    Lots of things happened in sequence resulting in a bad outcome
     SafetyInspectionID:    0
```

On the "Submit Finished Report" screen, Clicking the **Preview Mishap Report** button generates a Preview screen in Microsoft® Notepad format.
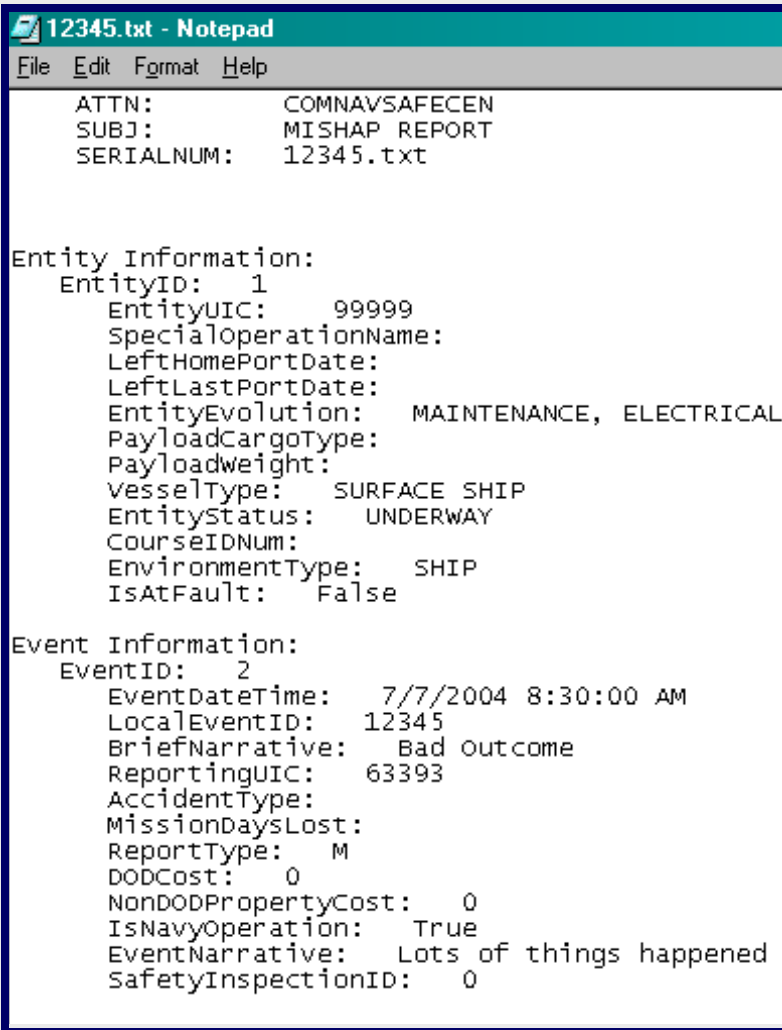
Submit Finished Report

Preview Mishap Report

Export Mishap Report to MS Excel

Send Report to Naval Safety Center

Return to TOC

Sample WESS-DS Report Preview

```
12345.txt - Notepad                                    _ 8 X
File  Edit  Format  Help
    ATTN:         COMNAVSAFECEN
    SUBJ:         MISHAP REPORT
    SERIALNUM:    12345.txt


Entity Information:
   EntityID:    1
     EntityUIC:      99999
     SpecialOperationName:
     LeftHomePortDate:
     LeftLastPortDate:
     EntityEvolution:    MAINTENANCE, ELECTRICAL
     PayloadCargoType:
     PayloadWeight:
     VesselType:    SURFACE SHIP
     EntityStatus:    UNDERWAY
     CourseIDNum:
     EnvironmentType:    SHIP
     IsAtFault:    False

Event Information:
   EventID:    2
     EventDateTime:    7/7/2004 8:30:00 AM
     LocalEventID:    12345
     BriefNarrative:    Bad Outcome
     ReportingUIC:    63393
     AccidentType:
     MissionDaysLost:
     ReportType:    M
     DODCost:    0
     NonDODPropertyCost:    0
     IsNavyOperation:    True
     EventNarrative:    Lots of things happened
     SafetyInspectionID:    0
```

The **Preview Mishap** screen in Microsoft® Notepad format allows the Customer to review the data entered into the report and verify that it's accurate and complete.
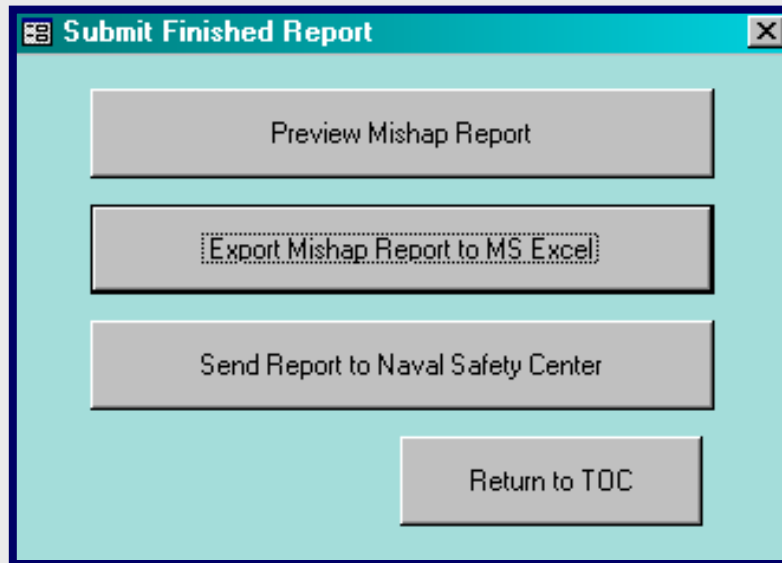
In this example, the report has been edited to show only portions that are relevant to this scenario. The unedited report displays all possible data sections.

The file is automatically named with the report serial number and extension ".txt" This unique filename avoids confusion. It may be saved in Word, WordPad, etc.

WESS-DS Report Options – MS Excel

Submit Finished Report

[×]

Preview Mishap Report

Export Mishap Report to MS Excel

Send Report to Naval Safety Center

Return to TOC

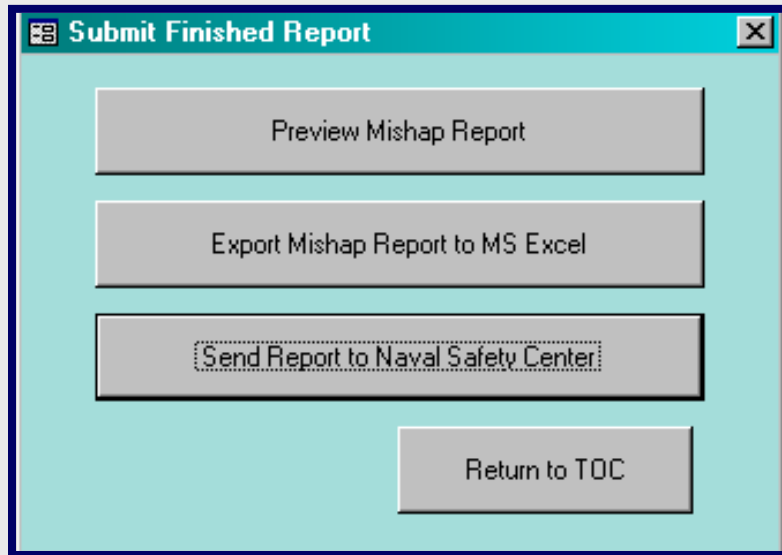Clicking the Export Report to MS Excel button generates an Excel Spreadsheet containing all of the data elements.

The file is automatically named using the Event Serial number and is saved in a WESS-DS subfolder titled "Mishap Reports". Open the file in Excel to retrieve

Microsoft Access [×]

Your Excel spreadsheet has been created. It can be retrieved in the following directory:
C:\WESS-DS\Mishap Reports\12345.xls

OK
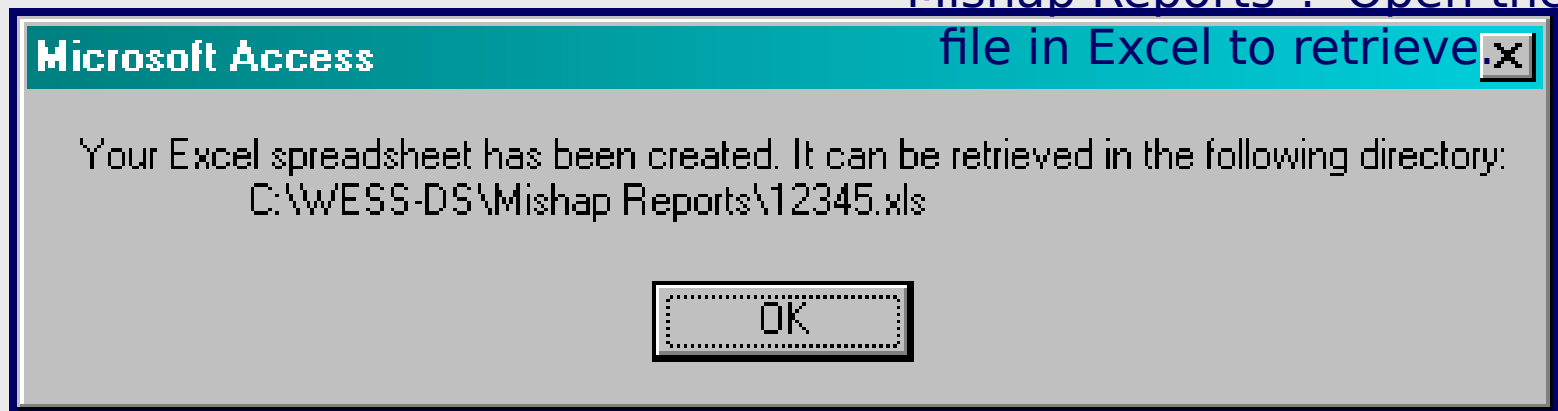
WESS-DS Report Options – Sending

Submit Finished Report

- Preview Mishap Report
- Export Mishap Report to MS Excel
- Send Report to Naval Safety Center
- Return to TOC

Clicking the **Send Report to NSC** button generates an out-going EMAIL with the report attached in XML format, automatically named using the Event Serial number.

The Email is either saved in your Outlook **Outbox**, if you are not connected or is Automatically **Sent**, if you are online

Microsoft Access

Your report has been sent to your Outlook outbox. If you have connectivity it has been sent automatically. You can check your sent box to verify

OK

Sending Reports To NAVSAFECEN

Untitled - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: **User.Name@navy.mil**   Sent: Tue 7/20/2004 8:48 AM

To: _   _

Cc:

Subject:

12345.xml
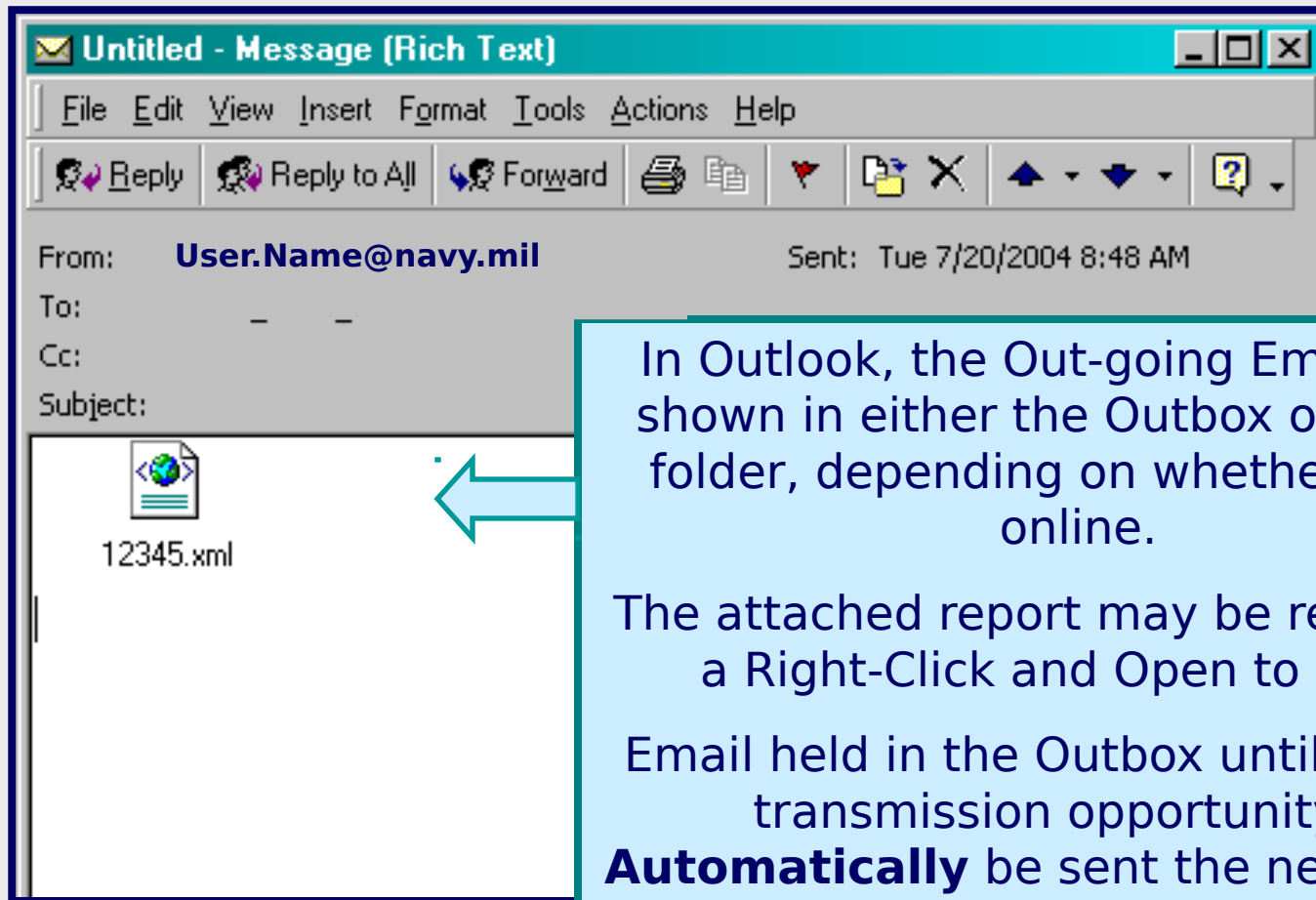
In Outlook, the Out-going Email will be shown in either the Outbox or the Sent folder, depending on whether you are online.

The attached report may be reviewed by a Right-Click and Open to verify.

Email held in the Outbox until your next transmission opportunity will **Automatically** be sent the next time the PC is connected on-line.

Thank You for Submitting your Report

Important Notes about WESS-DS

About WESS-DS and Report Submission

●   Each Reporting Command has the <u>authority and responsibility to determine the appropriate routing, review and releasing chain</u>, consistent with it's organizational structure & with higher authority. To ensure your COC is notified of the report, if required, you can:

       Add them to the Email awaiting transmission – or,

       Forward the Sent Email to your Chain of Command

●   When a report is sent to the Naval Safety Center, the report record is no longer available for review in WESS-DS. As discussed, an XML text file is retained in the Outlook Sent Folder. Customers should consider **Saving the Report** in Word, Notepad, &/or Excel format for the Injury & Illness Log **before sending**. Files may be saved electronically or hard copy, for record purposes.

●   Sharing of Mishap Lessons Learned and Near Miss Events within a **<u>Community of Interest</u>** increases hazard awareness & helps reduce mishaps in similar environments. Though this feature is not automated in WESS-DS, emailing reports to interested parties [**.mil addresses only**] may be used as an alternative. Remove all personal identifiers, e.g. name, SSN, etc. from reports emailed to

Welcome to WESS-DS

<u>This concludes the User Guide. However should additional assistance be needed</u>:

✓ Submit a WESS Help Form at:
https://wess.safetycenter.navy.mil/

✓ Submit a Feedback Form from the WESS-DS CD-ROM, or

✓ Contact the WESS Help Desk at:
Coml: 757-444-3520 ext 7048; DSN: 564-3520, ext 7048

WESS
Naval Safety Center

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